

# Middle East Region Civil Air Patrol

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## Commanders Update Briefing 9 September 2015



**Col John Knowles**  
**MER/CC**

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# MER Staff Briefing



- HC – Chaplain
- HO – Historian
- IG – Inspector General
- JA – Legal
- PA – Public Affairs
- SE – Safety
- A1 – Personnel/Admin
- A3 – Operations
- A4 – Logistics
- A5/8 – Plans and Programs
- A6 – Communications
- A7 – Mission Support
- A7E – Aerospace Education
- A7O – Cadet Programs
- A7P – Professional Development
- A9 – Finance



# MER/HCLt



## Col Greg Hill (by Chaplain Wayne Byerly)

### ***Top Accomplishments this Period***

- August 2015
- Attended and Briefed the National Board Chaplain Corps Advisory Council and Prayed for the Nation at the Commanders' Call to Prayer.
- Continued processing applications for Chaplains and CDIs.
- Telephonically met with each Wing Chaplain to discuss upcoming CCAC.

### ***Top Goals next Period***

- September 2015
- Wing Commanders and Wing Chaplains urgently recruit CDIs per new CAPR 265-1 guidelines.
- Oversee VAWG Chaplains' Peer Mentor Initiative.
- Telephonic meeting with Wing Chaplains to update on CCAC and National Conference.

### ***Risks / Problems***

- Lack of urgency to recruit CDIs or follow CAPR 265-1 guidelines.
- Inability to establish Chaplain Corps seminary training program in DC area.
- Loss of focus across MER to recruit CAP Chaplains.

### ***Assistance Needed***

- Recruitment and retention.
- TOP 3 GOALS: Conducted CCRSC with 14 attendees. 2 were CDIs; Each Squadron in MER have an assigned CDI or Chaplain by 1 Jan 2016; 100% reporting of HC/CDIs on semi-annual electronic reporting.



# MER/HO

## Maj Joseph Myers



<b><i>Top Accomplishments this Period</i></b>	<b><i>Top 3 Goals for 2015</i></b>
<ol style="list-style-type: none"><li>1. Continuing Education course for collections management for CAP Historians. (<i>this course is currently being developed by TSgt Louis Toms with assistance from the MER HO</i>)</li><li>2. Reached out to new VAWG HO</li></ol>	<ol style="list-style-type: none"><li>1. Plan and execute a Region Historian's conference. (Still in the planning stages.)</li><li>2. Promote Professional Development for Historians across the region. Promote the flow of feedback and ideas across the Region.</li><li>3. Support the development of new Historians in the Region.</li></ol>
<b><i>Risks / Problems</i></b>	<b><i>Assistance Needed</i></b>
<ul style="list-style-type: none"><li>• Lack of understanding of the Historian's function</li><li>• Lack of information</li></ul>	<ul style="list-style-type: none"><li>• Encourage reporting of events at all levels.</li><li>• Encouragement of Wing Historians to produce and forward Annual Wing History Reports. (only 2 wings submitted Annual History Reports for 2014, <i>NCWG and MDWG.</i>)</li></ul>



**MER/IG**



## Lt Col Cheryl Fielitz-Scarborough

<i><b>Top Accomplishments this Period</b></i>	<i><b>Top Goals next Period</b></i>
<ul style="list-style-type: none"><li><input type="checkbox"/> Complaint resolution is being worked on to complete remaining issues.</li><li><input type="checkbox"/> SUI's being completed on time in each wing.</li><li><input type="checkbox"/> Attended Nat Conference in Orlando</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Toward the end of Sept, Wing IGs will input missions for SUI travel expenses into WMIRS.</li><li><input type="checkbox"/> Keep DTS and SUI Status out of the <b>RED</b></li><li><input type="checkbox"/> Next IG Conf call 22 Sept</li></ul> <p><b><u>Goals:</u></b></p> <ol style="list-style-type: none"><li>1. Well trained IG Corps</li><li>2. No MER units in RED for SUI timeline</li><li>3. Wing IGs submit budget, POA, Cont. books</li><li>4. Comp Res conducted and closed in timely fashion.</li></ol>
<i><b>Risks / Problems</b></i>	<i><b>Assistance Needed</b></i>



**MER/JA**

## **Lt Col Tim Corrigan (by Phillips, JAA)**



<b>Top Accomplishments this Period</b>	<b>Top Goals next Period</b>
<ul style="list-style-type: none"><li>• <b>Provided counsel to the MER CC as requested</b></li><li>• <b>Counseled DE wing officers in situation where DEWG/JA had a conflict.</b></li><li>• <b>Discussed emerging fundraising issue.</b></li><li>• <b>Improved communication among MER/JA staff as part of effort to be more effective resource for wing staff throughout MER.</b></li><li>• <b>Presented 2016 Budget request.</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Reach out to MER Wing JAs -- invite them to participate in MER JA on-line meeting on Nov 4th</b></li><li>• <b>Publish Best Practice Tip sheets on MER JA Webpage</b></li><li>• <b>'Appointment of legal officers' guide is currently being reviewed.</b></li><li>• <b>Topics in development include adverse membership action support, contract reviews, etc.</b></li><li>• <b>Prepare JA 2016 Annual Training Plan Submission</b></li><li>• <b>Develop offerings for wing conferences from visiting MER/JA staff.</b></li></ul>
<b>Risks / Problems</b>	<b>Assistance Needed</b>
<ul style="list-style-type: none"><li>• <b>None</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Encourage Wings to include presentations at Wing Conferences that compare and contrast CAP Cadet Protection with State Law</b></li></ul>



# MER/PA

## Maj Brenda Reed



<i><b>Top Accomplishments this Period</b></i>	<i><b>Top Goals next Period</b></i>
<ul style="list-style-type: none"><li>• Met with MER Finance Officer re: 2016 Conference</li><li>• Working on interviews with two MER members for feature articles</li><li>• All MER wing Facebook pages converted to new Total Force cover photo within 24 hours of request (some squadrons still need to complete this)</li></ul>	<ul style="list-style-type: none"><li>• Meet with MER CC about conference vision; visit conference site</li><li>• Research Instagram</li><li>• Continue daily social media posts</li><li>• Attend MER staff weekend</li></ul>
<i><b>Risks / Problems</b></i>	<i><b>Assistance Needed</b></i>
None at this time	MER Conference – consider how you will participate in the May 2016 conference



# MER/SE

## Maj. Guy Butts



<b><i>Top Accomplishments this Period</i></b>	<b><i>Top Goals next Period:</i></b>
<ul style="list-style-type: none"><li>➤ Currently as of 9 Sept 2015 there are no MER Mishaps requiring Col. Knowles Input</li><li>➤ Updated MER Wing SE's on CAP Safety Currency Interim Change Letter from Maj. Gen Vasquez.</li><li>➤ Work with NHQ Safety to move mishaps through the closure process</li></ul>	<ul style="list-style-type: none"><li>➤ Complete Teleconference with Wing SE's</li><li>➤ Participate in Sept 25-27 Cadet Competition at Ft. Pickett</li></ul>
<b><i>Risks / Problems</i></b>	<b><i>Assistance Needed</i></b>
<ul style="list-style-type: none"><li>▪ Cadet personal injury most frequent mishap</li><li>▪ Aircraft flat tires on landing</li><li>▪ Aircraft hard landings</li></ul>	<ul style="list-style-type: none"><li>✓ Utilization of online Hazard Reporting</li><li>✓ Partner with MER SE's to improve Mishap Reporting details</li><li>✓ Work with Wing SE's to add additional Cadet Safety Officers</li></ul>





# MER/A1

## Maj James Brogan



<b><i>Top Accomplishments this Period</i></b>	<b><i>Top Goals next Period</i></b>
<ul style="list-style-type: none"><li>• From 31 Jun 2015 to 1 Sep 15:</li><li>• Promotions processed - TEN</li><li>• Promoted: York, Albertson, Troici, Bly, Bohler, Korona, Patrick, Wadsworth, Thibodeau</li><li>• MER Pending: Barbieri</li><li>• Two awards processed (MSA); certificates printed/sent to Wings (Wing requested awards be resent – mail carrier issue) HUGE kudos to Lt Col Moody for keeping the certificates squared-away!</li></ul>	<ul style="list-style-type: none"><li>• Sertifi deployed</li><li>• Attend MER Staff Training/Weekend</li><li>• Publish Recruiting and Retention Announcement</li><li>• Teleconference with MDWG/DP (online awards system)</li><li>• First MER/A1 teleconference date TBD</li><li>• Org chart</li><li>• Improved Online A1 presence</li><li>• OTY Award list (add mailing addresses – provide to MER/CC)</li></ul>
<b><i>Risks / Problems</i></b>	<b><i>Assistance Needed</i></b>
<ul style="list-style-type: none"><li>• Sertifi NOT optimal (requires FIVE [5] different applications to use)</li><li>• Several “broken” things with regard to “eServices” gaps, etc. (ie. we generate a TON of paper despite having several items online)</li></ul>	<ul style="list-style-type: none"><li>• All correspondence requiring MER/CC action should be directed to the following:</li><li>• <b>ALL</b> Awards: <a href="mailto:awards@mer.cap.gov">awards@mer.cap.gov</a></li><li>• <b>ALL</b> Promotions: <a href="mailto:promotions@mer.cap.gov">promotions@mer.cap.gov</a></li><li>• All other correspondence: <a href="mailto:mer_a1@mer.cap.gov">mer_a1@mer.cap.gov</a></li></ul>



# MER/DO A3 September 9 2015 Slide

## Lt Col Langley



<i><b>Top Accomplishments this Period</b></i>	<i><b>Top Goals next Period</b></i>
<ul style="list-style-type: none"><li>• NAT Board attendance. Good Updates on much of OPS Nationally.</li><li>• Stan Eval IPC clinic @ HGR MD went extremely well.</li><li>• Picked up 4 brand new C-172-S models into the region.</li><li>• Heightened monitoring and coordination of budgets for end of fiscal Year : Emergency services Air Force training, Cadet orientation and Proficiency flying for all seven wings</li><li>• Note starting this month all funds left over from missions fall back to NHQ, NOT back to the WING.</li><li>• Assisted wing DO Counterparts daily as needed.</li></ul>	<ul style="list-style-type: none"><li>• Review A/C and Glider usage and report to MER CC.</li><li>• Begin Planning for MERSAR 2016 while info and after action items are still fresh in our minds.</li><li>• Recruiting and Attempting to Staff the open positions in the Operations A3 Team</li><li>• monitoring of CAP-USAF training budgets and make monthly adjustments within the region as needed to maintain training funds for all wings as required to accomplish the mission and maintain readiness through the end of the fiscal year.</li><li>• Review and assist wing DO Counterparts daily as needed.</li><li>• Begin the process of calculating MER holdback, and allocating funds for next years training needs.</li></ul>
<i><b>Risks / Problems</b></i>	<i><b>Assistance Needed</b></i>
<ul style="list-style-type: none"><li>• Constant monitoring of AIR and Ground ops for safety issues and trends</li></ul>	



# MER/A4

## Lt Col David Oldham



<b><i>Top Accomplishments this Period</i></b>	<b><i>Top Goals next Period</i></b>
<ul style="list-style-type: none"><li>• MER OPERATION Beautify – Col Knowles requests that all vehicles with faded and discolored graphics get a new face lift. I have requested NHQ Logistics to forward two sets of vehicle graphics to each wing in MER. Each wing should choose the two most deserving vehicles to get a face lift. If more decals are needed the wing may request more. FYI – At any time a vehicle custodian may request decals from NHQ Logistics. If they are currently out, another order will be placed the next year.</li><li>• MER Annual Logistics Audit will be coming up in the next 90 days. There is no date set at this time. Prepare your vehicle and/or aircraft for inspection.</li><li>• Lt Col Richardson continues to push monthly vehicle mileage.</li></ul>	<ul style="list-style-type: none"><li>• Laptops are in (2) at this time. Any MER Staff member requesting a laptop should send an email to Lt Col Oldham / and copy Col Egry NLT 01 OCT 2015. Final determination will be made after 10OCT2015 If you have a laptop with WIN XP and you are not using the laptop, contact me with instructions as to turning it in.</li><li>• Vehicle for CAP Use – I have Van 99065 it is a cargo van without windows and only the two front seats (no bench seats in the rear). It is available to MER Staff members on a per use basis for CAP business. As usual, please return it with a full tank of fuel and clean. Hopefully without damage.</li></ul>
<b><i>Risks / Problems</i></b>	<b><i>Assistance Needed</i></b>



# MER/A5/8 Plans and Programs

## Lt Col Haertel



<b><i>Top Accomplishments this Period</i></b>	<b><i>Top Goals next Period</i></b>
<ul style="list-style-type: none"><li>• Work with MER Staff to develop Commander's staff development, guidance strategy, and staff training plan.</li><li>• Facilitating preparing Strategy 101 briefing, Training Plan 101, and commanders guidance decision support product packages for the Staff Development weekend.</li></ul>	<ul style="list-style-type: none"><li>• Continue to establish relationships, roles, and expectations.</li><li>• Refine duty descriptions and fill section.</li><li>• Staff Development Weekend 9-11 Oct 15</li></ul>
<b><i>Risks / Problems</i></b>	<b><i>Assistance Needed</i></b>
<ul style="list-style-type: none"><li>• Differences in levels of experience and understanding in planning, operations, and programs across the region. Buy in to this planning process is essential for success.</li><li>• Learning process method will be iterative based on overall levels of understanding.</li><li>• New processes need to produce immediate, recognizable, actual results.</li></ul>	<ul style="list-style-type: none"><li>• Patience and involving the right staff officers.</li><li>• Staff, Wing &amp; Region Commander's buy in.</li><li>• Provide better tools for commanders in synchronizing and managing outputs.</li></ul>



# MER/A6

## Lt Col Maurice Thomas



<b><i>Top Accomplishments this Period</i></b>	<b><i>Top Goals next Period</i></b>
<ul style="list-style-type: none"><li>• 2016 Region Communications Plan – looking forward</li><li>• Continued direct support of NHQ-NTC</li><li>• National Communications Training Program Refinements</li><li>• 2015 NESA School attendance</li><li>• Plans for 2016 MER-SAR College on track</li></ul>	<ul style="list-style-type: none"><li>• Wing Communications Plans to be reviewed</li><li>• Assessment of needed repair and replacement cycles</li><li>• National Traffic Net – increase participation Quarterly conference calls or on-air meeting with Wing DC/A6</li><li>• Be “value-added” asset to wings</li><li>• Encourage training of technical talent among members, RDO program</li><li>• Beginning Wreaths Across America planning</li></ul>
<b><i>Risks / Problems</i></b>	<b><i>Assistance Needed</i></b>
<ul style="list-style-type: none"><li>• ROS of “live” and irreplaceable assets</li><li>• ISR radios will not be replaced</li><li>• VHF handhelds &amp; mobiles in short supply</li><li>• EFJ not supporting our current equipment</li><li>• Responsiveness to the “customer” for communications services</li><li>• Encourage command to utilize/exercise assets</li></ul>	<ul style="list-style-type: none"><li>• Reporting of unusual equipment failures</li><li>• Justification for fielding comm assets</li><li>• Awareness of maintenance cycles and costs</li><li>• Minimize the loss of irreplaceable assets</li><li>• Planning assistance to the wings</li><li>• Active feedback from DO and CC – focus on command concerns</li></ul>



# MER/A7 Col Trick



<i><b>Top Accomplishments this Period</b></i>	<i><b>Top Goals next Period</b></i>
<ul style="list-style-type: none"><li>• Continue to work with Wing PD, CP, AE</li><li>• CP – MER Cadet Comp Op plan released</li></ul>	<ul style="list-style-type: none"><li>• Appoint AE and PD Staff<ul style="list-style-type: none"><li>- DCS AE, Internal AEO</li><li>- DCS PD</li></ul></li><li>• AE - Encourage use of STEM kits<ul style="list-style-type: none"><li>- new kits/topics coming soon</li></ul></li><li>• CP - Conduct Cadet Comp</li></ul>
<i><b>Risks / Problems</b></i>	<i><b>Assistance Needed</b></i>



# MER/A7E Col Trick



<i><b>Top Accomplishments this Period</b></i>	<i><b>Top Goals next Period</b></i>
<ul style="list-style-type: none"><li>Continue to work with Wing DAEs</li><li>Two New STEM kits coming</li></ul>	<ul style="list-style-type: none"><li>Augment AE Staff<ul style="list-style-type: none"><li>DCS AE</li><li>Internal AE</li><li>External AEO</li></ul></li><li>MER AEO School Planning for 2016</li><li>Push Brewer Award and AE Officer of the Year nominations</li></ul>
<i><b>Risks / Problems</b></i>	<i><b>Assistance Needed</b></i>
<ul style="list-style-type: none"><li>None</li></ul>	



# DCS/CP (A7O)

## Lt Col Dan Brodsky



<i><b>Top Accomplishments this Period</b></i>	<i><b>Top Goals next Period</b></i>
<ul style="list-style-type: none"><li>• DDR year-to-date DDRx and AAR stats updated</li><li>• Received MER-issued laptop, but speakers are faulty (need to contact Dell tech support)</li><li>• Researched alternate locations for CLS North in 2016 (Norfolk and Yorktown)</li></ul>	<ul style="list-style-type: none"><li>• Begin work on RCLS curriculum rewrite</li><li>• Conduct cadet competition Sept 25-27 @ Ft. Pickett, VA</li><li>• Next CP/DDR conference call is Oct 4</li><li>• Attend one day of MER staff retreat (prior engagement on morning of Oct 11)</li></ul>
<i><b>Risks / Problems</b></i>	<i><b>Assistance Needed</b></i>
<ul style="list-style-type: none"><li>• None</li></ul>	<ul style="list-style-type: none"><li>• None</li></ul>





# MER/A7P Col Trick



<i><b>Top Accomplishments this Period</b></i>	<i><b>Top Goals next Period</b></i>
<ul style="list-style-type: none"><li>Continue to work with Wing PDs<ul style="list-style-type: none"><li>- give assistance with PD courses (TLC, CLC, SLS, UCC)</li></ul></li></ul> <p>MER Members completing Level V</p> <ul style="list-style-type: none"><li>Lt Col James Harris SCWG</li><li>Maj Joe Rucker NCWG</li><li>Maj Rick Stuart MDWG</li></ul>	<ul style="list-style-type: none"><li>Planning for MER RSC 2016</li><li>Identify new MER DCS PD</li><li>Get more members to Level V</li><li>Decrease time to Process PD Awards</li></ul>
<i><b>Risks / Problems</b></i>	<i><b>Assistance Needed</b></i>



# MER/FM

## Lt Col Phyllis Griffin



<i><b>Top Accomplishments this Period</b></i>	<i><b>Top Goals next Period</b></i>
<ul style="list-style-type: none"><li>• Processed all requests for payment/deposits</li><li>• Processed monthly credit card bill</li><li>• Prepared FY16 budget for FM committee</li><li>• Attended National Conference</li></ul>	<ul style="list-style-type: none"><li>• Complete FY16 budget</li><li>• Process all requests for payment/deposits</li><li>• Reconcile bank accounts</li><li>• Process credit card bill</li><li>• Continue train assistant to do credit card</li><li>• Finish SAR College finances</li><li>• Attend MER staff weekend</li></ul>
<i><b>Risks / Problems</b></i>	<i><b>Assistance Needed</b></i>
None	<ul style="list-style-type: none"><li>• Plan to get assistant more involved</li></ul>



# MER Command Staff Briefing

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- Chief Of Staff
- Region Commander



# MER/CS

## Col Eugene Egry



<b><i>Top Accomplishments this Period</i></b>	<b><i>Top Goals next Period</i></b>
<ul style="list-style-type: none"><li>• Attended National Board Meeting<ul style="list-style-type: none"><li>➤ Met MER Command Chief - CMSgt Rommel Inoa – Quick Intro</li></ul></li><li>• Completed review of MER Staff Budgets with MER Command Staff</li><li>• Worked with Wreaths Across America Project Officer, Col Ziggy Bernfeld, on pre-planning activities</li><li>• Attended Spaatz Award presentation in Martinsburg, WV</li><li>• MER Promotions now fully in SERTIFI</li></ul>	<ul style="list-style-type: none"><li>• MER Cadet Competition – 25 – 27 SEP Ft Pickett, VA</li><li>• MER Staff Development Workshop - 9-12 OCT 2015<ul style="list-style-type: none"><li>➤ Maryland Army National Guard Weekend Training Site, Bldg. 4223, Edgewood Arsenal, Aberdeen Proving Grounds, MD</li></ul></li><li>• Work with PAO for MER Conference Planning</li><li>• MER Conference Staff Presentations</li><li>• Work with A7 to find new A7P, A7E, A7EI, A7EX</li><li>• Work with A6I to find replacement</li><li>• Find A1D - Director of Recruiting and Retention</li></ul>
<b><i>Risks / Problems</i></b>	<b><i>Assistance Needed</i></b>
<ul style="list-style-type: none"><li>• Establish MER Staff to Wing Staff Conference Calls. Minimum Quarterly</li><li>• Setting up SERTIFI for MER Awards</li></ul>	<ul style="list-style-type: none"><li>• Need help finding new A7P, A7E, A7EI, A7EX, A6I, A1D</li></ul>



# MER/CC

## Col John Knowles



- **Staff Plays a Vital Role In EVERYTHING we do in the MER**
- **Some “To Do’s” for Staff**
  - **“Meet” with your Wing Counterparts at least quarterly**
  - **OPR’s – Review your MER Supplements (coordinate with CS and A1)**
  - **Work on Your Replacement (Leadership 101)**
- **You are the SME for the Region (keep up on the job)**
- **FY2016 Budget is done – I hope you provided input**
- **Staff Training – 10-12 Sept (can check in on the 9<sup>th</sup>) Lodging & Food covered by MER – Getting their (if you have budget \$\$ use it)**
- **Are Your ATP Goals SMART? (Specific, Measurable, Achievable, Relevant, Time constrained)**